

**MONTANA VITAL STATISTICS
111 N SANDERS RM 209
PO BOX 4210
HELENA, MONTANA 59604-4210
406-444-2685**

APPLICATION FOR A COPY OF A DEATH CERTIFICATE

We maintain death certificates for deaths that occurred in Montana from 1907 to the present.

Please complete the following information.

Decedent's Name: _____

Date of Death (We need a date to begin searching if date is unknown): _____

Place of Death: _____ Age at time of death: _____

Date of Birth: _____ Place of Birth: _____

Occupation: _____ Spouse's Name: _____

What type of certificate do you need?

Certified _____ Not Certified _____

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)

Signature of Applicant: _____ **Relationship:** _____

Ways to order:

T Fax your application with credit card information to 406-444-1803. Certificates are mailed within **3 working days**.

T Mail the application with correct fee (check or money order*). Certificates are mailed within **two to three weeks**.

T Apply in person for same day service. Office hours are 8:00 am to 5:00 pm Monday through Friday.

- Makes checks or money orders payable to **Montana Vital Records**

What is the cost ?

T Copies: \$12.00 for first copy, \$5.00 for each additional copy of the same record (or the search of files when no record is found) (**non-refundable**) Complete copies of a Death certificate within two years of the date of death can only be issued to the following: Parent, Spouse, Child (must provide proof of relationship/legal need), Legal Guardian (must provide proof of guardianship) or Authorized Representative (must provide proof).

T Searches: \$10.00 for the first 5 years searched, then \$1.00 per year over the first five years. (An informational copy will be issued if record is found) (**non-refundable**)

T \$5.50 shipping and handling fee for fax or online credit card orders

T \$13.00 for Federal Express weekday delivery in the continental United States. (**Credit card orders only**)

T \$22.00 for Federal Express weekday delivery to Alaska and Hawaii. (**Credit card orders only**)

Method of Delivery: _____ Regular Mail _____ Federal Express (cannot be delivered to a PO BOX)
(package must be signed for)

Credit Card # _____ **Expiration Date** _____

Mailing or Delivery Address:

Name: _____

Address: _____

City, State, Zip: _____

Daytime Telephone Number: _____